

## **ORDER OF BUSINESS FOR APRIL 30, 2013 REORGANIZATION MEETING**

District policy states that anyone wishing to speak on an agenda item prior to its vote by the full Board will have an opportunity to do so without prior notice.

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **OPEN PUBLIC MEETING ACT STATEMENT**

“Adequate notice of this meeting was provided as specified in the Open Meeting Act. Notices of this Meeting were sent to the HERALD-NEWS, RECORD, RIDGEWOOD NEWS, and to the Midland Park Borough Clerk for the 2013 elective year. A notice was also posted inside the office of the Midland Park Board of Education in a place reserved for such announcements. The Board announces that under its long-standing policy, it will not discuss in public any comments made by members of the public concerning individual staff members. In addition, all questions must be presented to the Board of Education during the public session and prior to the adjournment of the meeting.”

### **ROLL CALL**

### **ANNUAL REORGANIZATION OF THE BOARD OF EDUCATION**

### **REORGANIZATION MOTIONS**

### **APPENDIX**

- A. Presentation of the Annual School District Election (unofficial count) held on Tuesday, April 16, 2013:

#### **For Members of the Board of Education**

<u>3 three-year terms</u>	<u>Votes</u>
Sandra Criscenzo	956
Richard Formicola	993
Brian McCourt	1,000

The <u>Vote on the General Fund Tax Levy:</u>	<u>Yes</u>	<u>No</u>
\$17,847,884.00	955	660

The <u>Vote on the Second Question Tax Levy:</u>	<u>Yes</u>	<u>No</u>
\$955,075	1,009	570

- B. Administration of Oath of Office to Sandra Criscenzo, Richard Formicola, and Brian McCourt.

Roll Call

- C. Election of Officers:

- 1. Nomination for Board President

- Nominations

- Voting

- 2. Nomination for Board Vice President

- Nominations

- Voting

The Board Secretary turns the meeting over to the newly elected Board President.

- D. Approve the appointment of Stacy C. Garvey as the Board Secretary.

- E. Approve Continuation Under "Robert's Rules of Order, Revised."

- F. Adoption of present Board policies.

- G. Approve the continuation of the present Board Committees as reflected during the 2012-2013 school year.

- H. Approve the District Affirmative Action Plan.

- I. Approve the K-12 Curricula as outlined in the Course of Study Guides, as per the attached appendix.

RM-I

- J. Reaffirmation of the following negotiated agreements between the Board of Education and the:

- 1. Midland Park Education Association
  - 2. Midland Park Administrators & Supervisors Association
  - 3. Individual staff members:
    - a. Superintendent of Schools
    - b. School Business Administrator
    - c. Confidential Secretary to the Superintendent
    - d. Confidential Secretary to the School Business Administrator
    - e. Confidential Secretary to the Director of Curriculum, Instruction & Assessment
    - f. Supervisor of Buildings & Grounds
    - g. Computer Technician

- K. Designate the following as Depositories for School Funds for the 2013-2014 School Year:

Columbia Bank  
State of New Jersey Cash Management

- L. Designate the following Tax Shelter Annuity Companies for the 2013-2014 School Year:

AXA Equitable  
AIG Valic  
Metropolitan Life

- M. Designate the following administrator for Chapter 125 flexible spending accounts services for the 2013-2014 School Year:

Ameriflex

- N. Designate the School Architect for the 2013-2014 School Year:

Solutions Architecture

- O. Designate the School Attorney for the 2013-2014 School Year:

Fogarty & Hara

- P. Designate the School Auditor for the 2013-2014 School Year:

Lerch, Vinci & Higgins, LLP

- Q. Designate the School Insurance Broker for the 2013-2014 School Year:

FIRM, Inc. – Liability  
Willis of New Jersey – Benefits Coordinator Consultant

- R. Designate the Indoor Air Quality consultant for the 2013-2014 School Year:

ER&M, Inc.

- S. Designate the newspapers for Official Notices:

North Jersey Media Group (The Record)  
The Ridgewood News

- T. Approve the Schedule of Meetings for the 2013-2014 school year, as per the attached appendix.

RM-T

U. Approve the following appointments, effective July 1, 2013:

Affirmative Action & Title IX Officer	TBD
Qualified Purchasing Agent	Stacy Garvey
Substance Awareness Coordinator	Craig Rush
Integrated Pest Management Coordinator	Chris Swank
Custodian of Records	Stacy Garvey
ADA Officer & 504 Committee Coordinator	Christina Gouraige
Asbestos Management & PEOSA Coordinator	Environmental Remediation & Management

V. Approve the authorization to award contracts up to a bid threshold of \$36,000 and to set the quote threshold at \$5,400.

W. Approve the following officials to sign checks and/or contracts:

Board President  
Board Secretary  
High School Principal  
Elementary School Principal

X. Approve the establishment of Petty Cash funds for the 2013-2014 school year in the amount of \$100 for each of the following locations, as specified in Policy Book Section 6620, as follows:

Superintendent's Office	Godwin School
Business Administrator's Office	Continuing Education
Midland Park High School	Child Study Team
Highland School	

Y. Approve the budgetary maximum for travel and related expenses for employees of the Midland Park school district, as per new regulations P.L. 2005 c132 and N.J.A.C. 6:23B 1.2 (b) and Policy Book Section 3440 in the amount of \$40,000.

Z. Approve the current Emergency Operations Plan, Crisis Intervention Procedures and Emergency Management Plan.

AA. Approve the establishment of financial pay-out limits for the following consultants for the 2013-2014 school year:

a. Board Architect	\$30,000
b. Board Attorney/Bond Counsel	\$50,000
c. Board Auditor	\$25,000
d. Occupational/Physical Therapy	\$75,000

Annual discussion of the New Jersey School Board Member Code of Ethics

BB. Adopt the New Jersey School Board Member Code of Ethics, as per the attached appendix.

RM-BB

## BOARD SECRETARY'S REPORT

### Approval of Minutes

Approve the minutes of the following regularly scheduled public meetings:

March 5, 2013

March 19, 2013

March 26, 2013

## PRESIDENT'S REPORT

### **Mission Statement**

**The Midland Park School District as part of a strong, dedicated community, provides students with a comprehensive, adaptive education in a positive environment by maximizing all resources and empowering them to realize their individual worth and responsibility with the expectation that all students achieve the New Jersey Core Curriculum Content Standards at all grade levels.**

## SUPERINTENDENT'S REPORT

Discussion on school performance reports

### Open to the Public:

To discuss action items on the Agenda.

Board resolutions related to hiring for the 2012-2013 school year will be on an emergency basis, pursuant to N.J.S.A. 18A:6-7.1, N.J.S.A. 18A:39-17 and/or N.J.S.A. 18A:6-4.13, as applicable.

### A. Personnel – (M. Cirasella)

### APPENDIX

1. Approve the retirement resignation of Susan Cheetham, Special Education teacher in the Godwin School, effective July 1, 2013 (support material attached).
2. Approve the following changes to the list of Advisors to Activities and Clubs at the high schools for the 2012-2013 school year:

			<u>Stipend</u>
Delete:	Brian Ersalesi	High School Newspaper Advisor	
Add:	Andrew Anderson	High School Newspaper Advisor	\$433.00

3. Approve the following Advisors for the 2013 Marching Band Camp and the 2013 Marching Band Season, which is attached as an appendix.

A-3

(s) = County Substitute certification

6. Approve the appointment of Lori Ranges as a substitute for the After School Child Care program, sponsored by Midland Park Continuing Education.

**+7. Approve the annual appointment of Rosemary Ferullo as the Structured Learning Experience teacher for the CBI program in the high school for the 2013-2014 school year.**

**+8. Approve the revised stipend amounts for the following previously approved advisors to activities and clubs at the high school for the 2012-2013 school year:**

		<u>Stipend</u>
Ilya Maslov	Musical Rehearsal Accompanist (1/2 position)	\$394.00
Terry Alnor	Musical Rehearsal Accompanist (1/2 position)	\$394.00

**+9. Approve the following additions to the list of coaches at the high school for the 2012-2013 school year:**

<b>Add:</b>	<b>Richard Bennett</b>	<b>Golf Coach</b>	<b><u>Stipend</u></b>
	<b>Shawn Bennett</b>	<b>Volunteer Golf Coach</b>	<b>\$3,334</b>

**+10. Approve the appointment of Denise Connolly as an Aide to assist one high school special education student for the following chorus events. She will be paid at the approved rate of \$20 per hour for an approximate total of three hours, as per Schedule D of the MPEA Contract:**

**April 30, 2013 Rehearsal**  
**May 2, 2013 Concert**

**+11. Approve the retroactive termination of William Williams as a part-time Bus Aide, effective March 20, 2013.**

B. Finance Committee – (R. Schiffer, Chairperson)

1. Approve the following resolution:

RESOLVED: That pursuant to N.J.A.C. 6:20-2.13(e), we certify that as of March 31, 2013, after review of the Secretary's monthly financial report (appropriations section), and upon consultation with the appropriate District officials, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6:20-2.13 (b), and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year, subject to the conditions of P.L. 1701.

2. Approve the following block motion:

- a. March 2013 Continuing Education claims in the amount of \$44,928.29.
- b. March 2013 cafeteria claims in the amount of \$28,978.46.
- c. April 2013 claims in the amount of \$497,068.00.

3. Approve the following block motion:

- a. Second March 2013 payroll in the amount of \$517,793.11.
- b. First April 2013 payroll in the amount of \$571,193.24.
- +c. Second April 2013 payroll in the amount of \$513,354.79.**

4. Approve the March 2013 direct pays in the amount of \$489,539.82.

5. Approve the financial reports of the Board Secretary, according to prescribed accounting procedures, for the period March 1-31, 2013, which are attached as an appendix.

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6. Approve the following resolution:

BE IT RESOLVED, that the Midland Park Board of Education does hereby approve an agreement with the Region 1/Mahwah Board of Education, a Coordinated Transportation Services Agency for the purpose of transporting students in accordance with Chapter 53, P.L. 1997 for the 2013-2014 school year. The services to be provided include, but are not limited to, the coordinated transportation of public, nonpublic and special education students.

BE IT FURTHER RESOLVED, that the Midland Park Board of Education agrees to abide by the Transportation Services Agreement as published by the Region 1/Mahwah Board of Education and attached to this resolution (support material attached).

**+7. Approve the following resolution:**

**BE IT RESOLVED**, that the Midland Park Board of Education does hereby approve an agreement with the South Bergen Jointure Commission, an approved Coordinated Transportation Services Agency, for the purposes of transporting students in accordance with Chapter 53, P.L. 1997 for the time period 2013-2014 school year. The services to be provided include, but are not limited to, the Coordinated Transportation of non-public, out of district special education, vocational and summer programs.

**BE IT FURTHER RESOLVED**, that the Midland Park Board of Education agrees to abide by the Transportation Services Agreement as published by the South Bergen Jointure Commission and attached to this resolution (support material attached).

**+8. Approve the renewal of the Licensing and Maintenance Agreement between Educational Data Services and the Midland Park Board of Education, which is attached as an appendix.**

**B-8**

**+9. Approve the list of Educational Data Services vendors for the 2013-2014 school year, which is attached as an appendix.**

**B-9**

**+10. Approve the following resolution:**

**BE IT RESOLVED**, that the Pomptonian, Inc. (Food Service Management Company) is hereby awarded the renewal of the food service management contract for the 2013-2014 school year, as follows:

The FSMC shall receive, in addition to the cost of operation, an administrative/management fee of \$.0944 per reimbursable meal and meal equivalent to compensate the FSMC for administrative and management costs. This fee shall be billed monthly as a cost of operation. The LEA guarantees the payment of such costs and fee to the FSMC.

Total meals are calculated by adding reimbursable meal pattern meals (breakfast, lunch and after school snack meals) served and meal equivalents. The number of School Breakfast Program, After School Snack Program, and National School Lunch program meals served to the children shall be determined by actual count. Cash receipts, other than from Sales of National Lunch Program and School Breakfast Program meals and After School Snack Program meals served to the children, shall be divided by \$1.00 to arrive at an equivalent meal count.

The per meal administrative/management fee of \$.0944 will be multiplied by total meals.



- +11. Approve the purchase of Electric Generation Service through the Alliance for Competitive Energy Services (ACES) between the Midland Park Board of Education and District Energy Business LLC Two for the common area street lights and for Godwin School, Highland School and Midland Park High School, effective May, 2013 through May, 2015, (support material attached).**
- +12. Approve the renewal of a software support agreement between Computer Solutions, Inc. and the Midland Park Board of Education (support material attached).**
- +13. Approve the recommendation for the reimbursement to the Municipal Alliance, in the sum of \$660.00 towards the Municipal Alliance Summer Program hours for Craig Rush, Student Assistance Counselor, during July and August (support material attached).**
- +14. Approve the use and rental of the Highland School gym to Hoop Heaven, sponsored by Midland Park Continuing Education for Basketball Tournaments, as follows (support material attached):**  
  
**Monday, May 6, 13 & 20, 2013 from 5:30 – 9:30 p.m.**  
**Wednesday, May 8, 15, 22 & 29 2013 from 6:30 – 9:30 p.m.**
- +15. Approve the use of the high school gym for the Midland Park Basketball Camp, sponsored by Head Boys Basketball Coach Matthew Kingsley for Midland Park residents from July 22-26, 2013 for grades 5-9 (support material attached).**
- +16. Accept the donation of \$1,000 from the Rotary Club for the purchase of a greenhouse, as per Board Policy 7230.**
- +17. Approve the resolution for the Reimbursement Agreement between Winston Freckleton, Custodian at the Highland School and the Midland Park Board of Education, which is attached as an appendix.**

**B-17**

**C. Curriculum Committee – (S. Criscenzo, Chairperson)**

- 1. Approve the Holiday schedule for 12-month personnel for the 2013-2014 school year, which is attached as an appendix.**
- 2. Approve the proposed overnight trip for the Take Action Drug and Alcohol Prevention Club to Camp Nyoda Hills, Oak Ridge, NJ from August 19-21, 2013 (support material attached).**
- 3. Approve Music in the Park XVI to be held at Ramapo High School on October 13, 2013 at 1:00 p.m.**

**C-1**

- +4. **Approve the following staff members requesting workshop attendance (support material attached):**

Name	Workshop	Location	Cost	Date
Marie Cirasella	NJASA/NJAPSA Conference	Atlantic City, NJ	\$993.98	May 20-22, 2013
Nancy DeRitter Lori Menken	Physics Mathematics	Union New Brunswick, NJ	\$75.80	June 24-28, 2013

- +5. **Approve the recommendation of the Interim Director of Special Services for the placement of a high school regular education student on home instruction, effective retroactive from April 22, 2013 through approximately June 14, 2013.**
- +6. **Approve the recommendation of the Interim Director of Special Services for the placement of a high school regular education student on bedside instruction, effective retroactive from April 22, 2013 through approximately June 20, 2013.**
- +7. **Approve the recommendation of the Interim Director of Special Services for the placement of one high school regular education student on bedside instruction, effective retroactive from April 25, 2013 through May 19, 2013.**

D. Policy Committee – (T. Thomas, Chairperson)

1. Approve the second reading of the following new or revised policies:

Executive Authority (revised)	Bylaws Section 0132
Outside Activities – Teaching Staff Members (revised)	Policy Section 3230
Outside Activities – Support Staff Members (revised)	Policy Section 4230
E-Rate (new)	Policy Section 6113
Advertising on School Property (new)	Policy Section 6163

E. Legislative Committee – (P. Triolo, Chairperson)

F. Buildings & Grounds Committee – (J. Canellas, Chairperson)

G. Negotiations Committee - (B. McCourt, Chairperson)

H. Public Relations Committee – (R. Formicola, Chairperson)

I. Personnel Committee – (M. Thomas, Chairperson)

+1. **Approve the following new and revised job descriptions, as per the attached appendices:**

**District Technology & Data Coordinator**

**I-1a**

**Technology Coordinator**

**I-1b**

J. Liaison Committee

High School PTA - (S. Criscenzo)

Elementary School PTA- (P.Triolo)

Booster Club – (R. Formicola)

Performing Arts Parents – (M. Thomas)

Special Education – (W. Sullivan)

Education Foundation – (J. Canellas)

Board of Recreation – (T. Thomas)

Continuing Education Program – (R. Schiffer)

Student Representative to the Board – (H. DeKnight)

Borough Town Council – (W. Sullivan)

K. Old Business

L. New Business

Motion to go into closed session before the meeting of May 7, 2013, for the purpose of personnel, negotiations and confidential student and association matters.

Open to the Public

Motion to Adjourn